

**PUBLIC NOTICE**  
**REQUEST FOR QUOTATION**

**Posted: September 7, 2007**

**All Quotes Must Be Submitted by NLT: 5:00 P.M., MDT, September 17, 2007**

**For Additional Information Please Contact Contracting Officer:**

**Antonio M. Griego**  
**United States Attorney's Office Dist. Of NM**  
**P.O. Box 607**  
**Albuquerque, NM 87103**  
**Phone Number: 505-224-1492**  
**E-mail: antonio.griego@usdoj.gov**

**Introduction and Scope**

The Department of Justice, U.S. Attorney's Office, District of New Mexico, is seeking firms in the Las Cruces, New Mexico and El Paso, Texas area to can provide dependable mail courier service under a base year, with a two-one year options contract.

**Statement of Work.**

The following services will be required under this contract:

**3.1.0.** Contractor shall pickup all outgoing mail from the U.S. Attorney's Office District of New Mexico, 555 South Telshor Suite 300, Las Cruces, New Mexico 88011. All outgoing mail will be picked up Monday through Friday (Excluding federal holidays or as ordered by the contracting officer or Las Cruces Office Manager) between the hours of 3:45 P.M. and 4:00 P.M.. All mail must be delivered to the Main Post Office address listed below, by not later than 06:30 P.M. of the same date.

**U.S. Post Office Delivery Location:**

United States Post Office (Main Office)  
201 E. Las Cruces Ave.  
Las Cruces, NM 88011

**3.1.2.** The U.S. Attorney's Office will stamp, bundle and place all outgoing mail and have it ready for pickup by NLT 03:45 P.M. Monday through Friday (Excluding federal holidays or as ordered by the Contracting Officer or Las Cruces Office Manager).

**3.1.3.** Contractor shall secure all mail under his/her possession at all times.

**3.1.4.** Only contract employees or those employees designated by the contractor to work under this contract shall be authorized to pickup or deliver mail for the U.S. Attorney's Office.

**3.1.5.** All bids should reflect multi-year pricing for the following years:

- FY 08 - 10/1/07 to 9/30/08
- FY 09 - 10/1/08 to 9/30/09
- FY 10 - 10/1/09 to 9/30/10

**3.1.6.** First Period of Performance: October 1, 2007 to September 2008.

**3.1.7.** Billing will be monthly in arrears.

**3.1.8** Federal Tax Identification & Central Contractor Registration. Contractor must have a current federal tax identification number and a current Dunn's and Bradstreet Number registered in the Governments Central Contractor Registration data base.

**3.1.9.** Upon notification of award, contractor shall have five (5) days to provide the names of those individuals who will be authorized to pickup or deliver mail for the U.S. Attorney's Office. The names of those individuals can be mailed to the United States Attorney's Office District of New Mexico, Attn: Contracting Officer, P.O. Box 607, Albuquerque, NM 87013 or faxed to (505) 346-7278. Any updates to the list of individuals picking up or delivering mail for the U.S. Attorney's, must be provided to the Contracting Officer, before he/she can perform any pickup or delivery services under this contract.

**For additional terms & conditions, please contact the Contracting Office.**